Chapter 2

Entering Vouchers

2.1

Chapter Overview

This chapter provides an overview of entering vouchers in ENCOMPASS.

Chapter Objectives

By the end of this chapter, you will be able to:

- Find an appropriate vendor in ENCOMPASS
- Enter a voucher for non-PO items and services
- Enter a multiple line-item voucher
- Split the accounting distribution for a line item
- Create a voucher from a PO receipt
- Run the SOIAP008 query for verification of input
- Enter an adjustment voucher (credit voucher)
- Enter a journal voucher
- Run the voucher build process to load a large number of vouchers into the system (process available to limited number of users)

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2.2

Voucher Overview

All payments made by the State of Indiana must be entered into ENCOMPASS. You enter a voucher into ENCOMPASS for the following types of invoices or payments:

- Claim vouchers for non-PO items or services
- Purchase order items or services
- Travel and expense reimbursements (unless your agency uses the Travel and Expenses module)
- SDO payments

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2.3

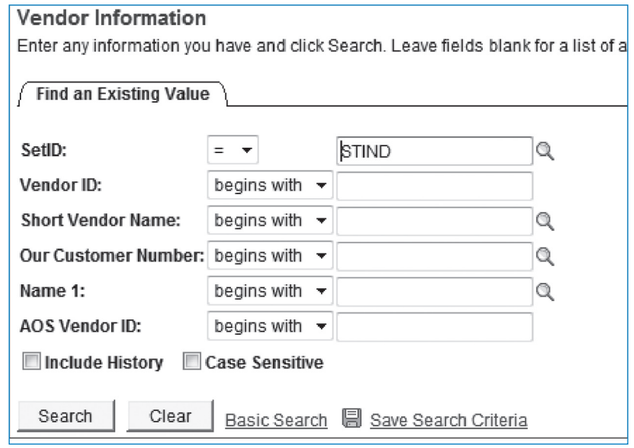
Vendor Lookup

As the first step in entering a voucher, it is required for all users to verify the vendor is active in the ENCOMPASS system and to verify the Remit to address is correct for remitting payment.

Navigation

Vendors >> Vendor Information >> Add/Update >> Vendor

Enter the Vendor ID or other applicable information to find the vendor you need.



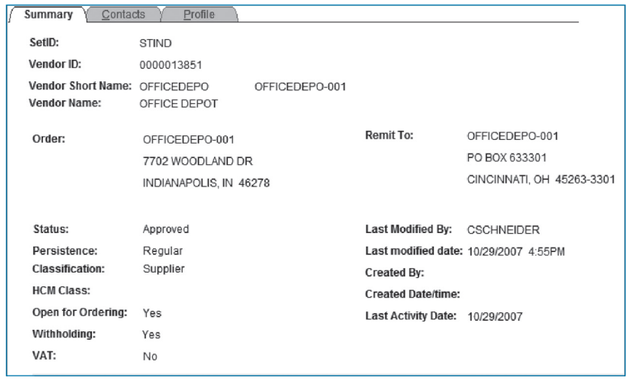
APSC02 Find an Existing Value tab

Step	Action
1	Enter all applicable search criteria.
2	Click Search.

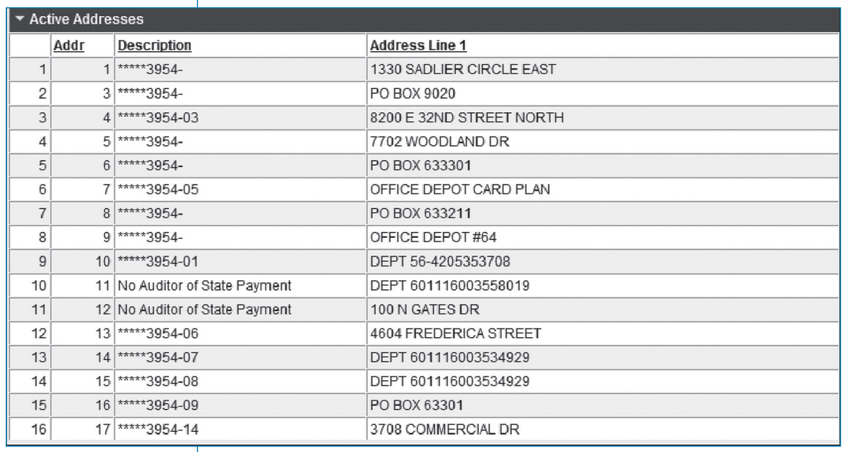
APT04

Procedure | Verify the Address

Once you navigate to this page, verify the information presented on the page. Also, verify that the remit to address is correct in the system.



ARSC03



Active Addresses

	Addr	Description	Address Line 1
1	1	*****3954-	1330 SADLIER CIRCLE EAST
2	3	*****3954-	PO BOX 9020
3	4	*****3954-03	8200 E 32ND STREET NORTH
4	5	*****3954-	7702 WOODLAND DR
5	6	*****3954-	PO BOX 633301
6	7	*****3954-05	OFFICE DEPOT CARD PLAN
7	8	*****3954-	PO BOX 633211
8	9	*****3954-	OFFICE DEPOT #64
9	10	*****3954-01	DEPT 56-4205353708
10	11	No Auditor of State Payment	DEPT 601116003558019
11	12	No Auditor of State Payment	100 N GATES DR
12	13	*****3954-06	4604 FREDERICA STREET
13	14	*****3954-07	DEPT 601116003534929
14	15	*****3954-08	DEPT 601116003534929
15	16	*****3954-09	PO BOX 63301
16	17	*****3954-14	3708 COMMERCIAL DR

ARSC04

Summary page

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Entering a Voucher for Non-PO Items or Services

You have received a non-PO (claim voucher) invoice, and you need to create a voucher in the system to pay the invoice.

Before you even begin to enter a voucher, you must first verify that the correct vendor information has been entered into ENCOMPASS. You must verify the name of the vendor and the correct remit to address before processing a voucher. If a change needs to be made, notify AOS. If the vendor does not exist in ENCOMPASS, Direct Deposit information is required along with a completed W-9 form signed by the vendor. Use the State's version of a W-9; it can be found on the AOS website. Send these forms to AOS, which is responsible for entering and maintaining vendor information.

A new feature has been created for non-PO vouchers. You must now enter a received date for the invoice in the *Received Date* field on the Invoice Information page. If the invoice is for a utility bill, for example, enter the last date of the month or the billing cycle. The *Received Date* is a required field. An error message will display if this field is not populated.

To enter a voucher for non PO items or services:

A. Add vendor, invoice number, date, and amount.

B. Add item information, accounting distribution information, and receipt date.

C. Verify payment information.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

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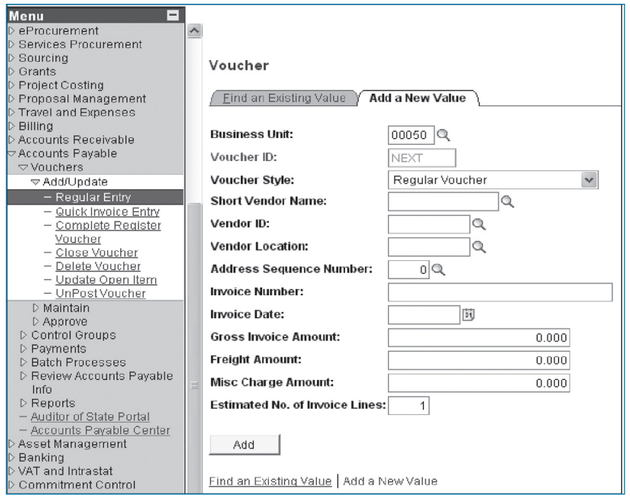
Procedure | Add Vendor, Invoice Number, Date, and Amount

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system assigns a voucher ID number. If you need to look up an existing voucher, use the Find an Existing Value tab.

Make sure you click on the Vendor ID field to verify the existence of the vendor before proceeding.

NOTE

Freight is no longer entered as a separate line item within the voucher you are creating. You must enter freight in the **Freight Amount** field on the **Add a New Value** page before starting to enter the voucher information. The Freight field on the Invoice Information page is currently not active.



APSC05 Add a New Value Tab

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Step	Action
1	Accept the default Voucher Style **Regular Voucher.**
2	Enter the **Vendor ID.**
3	Enter the **Invoice Number**.
4	Enter the **Invoice Date**.
5	Enter the **Gross Invoice Amount**.
6	Enter the **Freight Amount**.
7	Click **Add**.

APT05

Guided Activity

Step	Action
1	Business Unit: **<defaults>**
2	Voucher ID: **NEXT**
3	Voucher Style: **Regular Voucher**
4	Short Vendor Name/Vendor ID: **<search for Staples>**
5	Invoice Number: **783xx**
6	Invoice Date: **<today's date>**
7	Gross Invoice Amount: **50.00**
8	Freight Amount: **5.00**
9	Total Voucher Lines: **1**

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Procedure | Add Item Information, Accounting Distribution Information, and Received Date

Use the Invoice Information page to enter or view invoice information, including vendor information, non-merchandise charges such as freight, and invoice line and distribution information.

Use the Invoice Lines group box to enter information for each line item on the invoice: the merchandise amount, the unit price, quantity, and description. You may enter as many lines as you need. The system automatically calculates the line and distribution amounts based on the gross amount less freight and miscellaneous invoice charges.

The withholding code is now driven by the type of vendor and Account (object) code. You do not need to enter it. You can click the Withholding link to view or verify withholding information.

All vouchers must have a receipt date. For non-PO vouchers, enter the date of service or the last day of the month (for a utility bill, for example).

The chartfields required in the Distribution lines are Fund, Account, Department, Program Code, and Budget Reference. Additional fields such as Project may be required for your agency.

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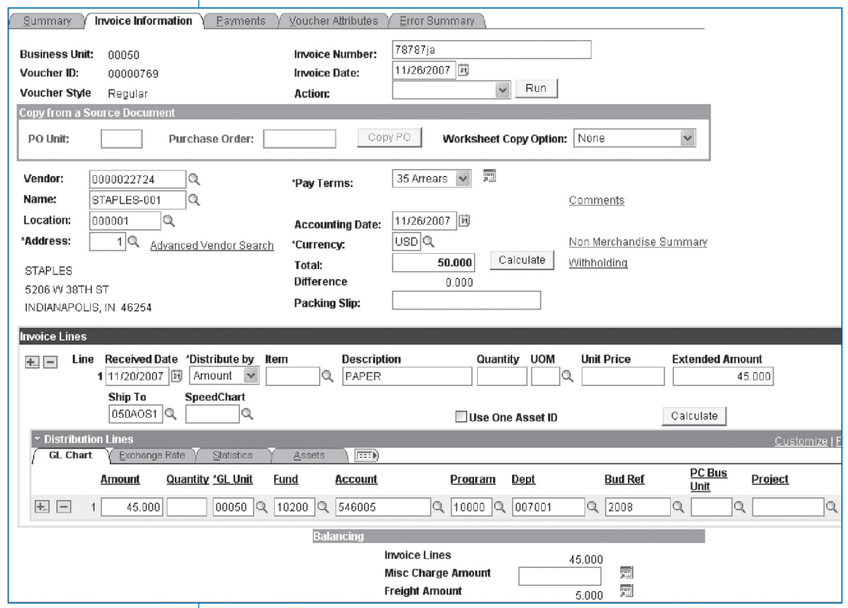

APSC06 Invoice Information page

Step	Action
1	In the **Received Date** field, enter the date the invoice was received.
2	Click the **Comments** link to add comments.
3	Click the **Withholding** link to view or verify withholding.
4	Enter the item information and accounting distribution information.
5	To add another line item, click the **Add** icon in the Invoice Lines section.
6	To add another accounting distribution for a single line item, click the **Add** icon in the Distribution Lines section.
7	Click **Save**.

APT06

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Guided Activity

Step	Action
1	Pay Terms: **<defaults to 35 Arrears>**
2	Accounting Date: **<today's date>**
3	Received Date: **11/30/2007**
4	Description: **PAPER**
5	Fund: **10200**
6	Account: **546005**
7	Program: **10000**
8	Dept: **007001**
9	Bud Ref: **2008**

Procedure | Verify Payment Information

On the Payments page, you can record a manual payment (for SDO manual payments only, which are discussed in Chapter 6 of this manual) and put a payment on hold. If you need to change the scheduled due date, contact AOS as users cannot make changes to the scheduled due date. When the voucher is saved, the system calculates the due date based on the payment terms. After ENCOMPASS goes live, messages entered in the Message field in the Payment Method section WILL print on the check or remittance advice.

After payment is made, the Payment Inquiry link becomes available. The other links are not used.

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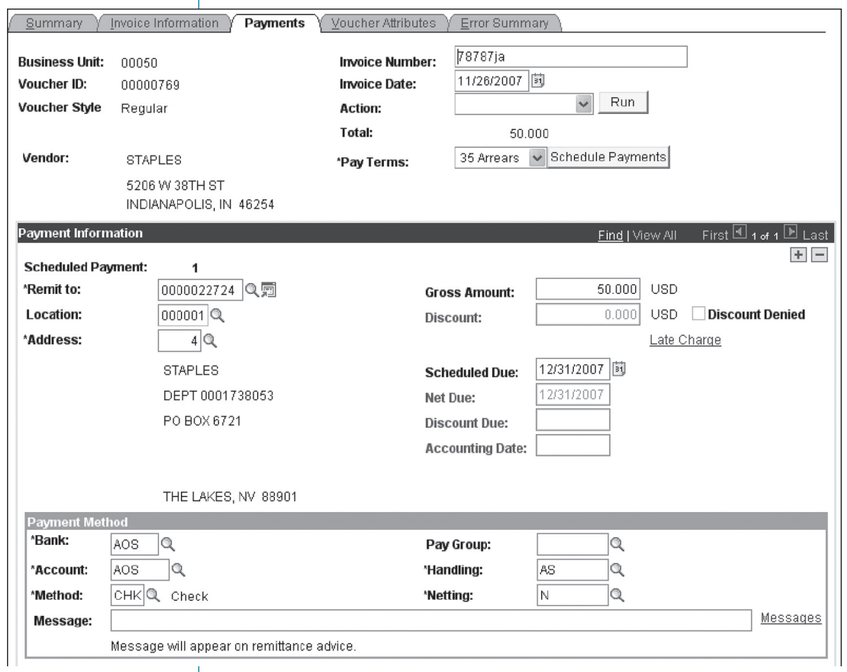
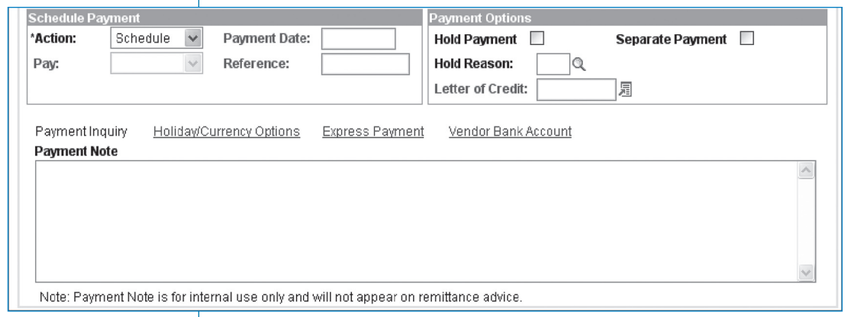


APSC07



APSC08

Payments page

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Step	Action
1	Verify the **Remit To** address.
2	Verify the correct Bank, Account, and Method, which default: For claim vouchers, verify the following fields: • **Bank** = AOS • **Account** = AOS • **Method** = ACH Note: For **SDOs**, choose your agency bank and account information.
3	Verify the **Handling Code** and change if necessary. • **AS** = AOS will send the remittances (or checks); AS is the default (i.e., AOS will send out most remittances and payments to vendors) • **GP** = Generic payments; use if an agency wants to send out the remittance (or payment) itself • **TR** = Travel vouchers • **SD** = SDO payments
4	Select the **Hold Payment** checkbox to prevent a voucher from being paid. You must select a **Hold Reason**. Also, you must enter a detailed explanation in the **Payment Notes** box. If the reason for the hold is a dispute with the vendor, you must contact AOS to recalculate the interest charges.
5	Click **Save**.

APT07

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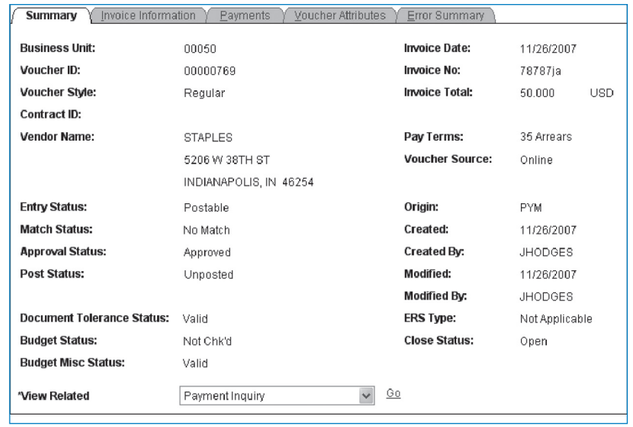
OPTIONAL: View Summary and Error Summary pages

The Summary page and the Error Summary page become available after the voucher is saved. The Summary page provides high-level information about the voucher (vendor, invoice date and number, amount). This is also the page that provides the status of the various processes the voucher goes through.



APSC09 Summary page

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Possible Voucher Statuses

Approval Status

- A – Approved
- D – Denied
- P – Pending

Post Status

- N – Payment Not Applied
- P – Posted
- U – Unposted

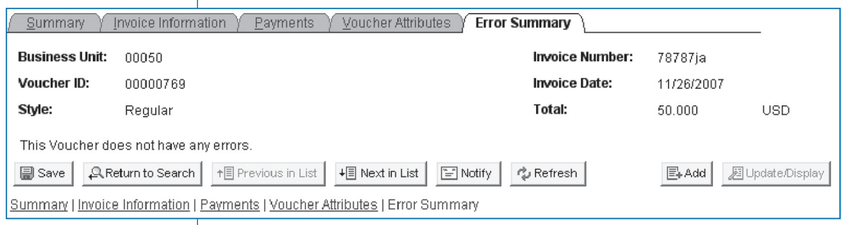
Budget Checking Status

- E – Error in Budget Check
- N – Not Budget Checked
- V – Valid Budget Check

Doc Tolerance Status

- E – Error
- N – Not Checked
- R – Reset
- V – Valid

The Error Summary page shows users any errors that occured upon data entry for the voucher. For example, if a voucher is entered with the same vendor/invoice number combination, an error will occur as duplicate invoice numbers are not allowed at the State of Indiana.



APSC10 Error Summary page

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Entering a Voucher from a PO Receipt

You have received an invoice for items ordered with a purchase order and you need to create a voucher in the system to pay the invoice. You MUST copy the PO information from the PO receipt into the voucher. You cannot enter a voucher for a PO if a receipt has not been entered for the goods or services. If a receipt has not been entered for the PO, contact the person responsible for entering receipts in your agency.

The State has 35 days to pay an invoice, after which the State pays interest. The 35 days is calculated from the later of the received date or the invoice date. These dates must be recorded accurately so that the system can calculate interest correctly.

NOTE

Enter only ONE invoice for each voucher. DO NOT combine more than one invoice per voucher.

To enter a voucher from a PO receipt:

A. Add invoice number and date.

B. Search for PO receipt, select lines, and copy selected lines into voucher.

C. Verify that the copied information matches the invoice.

D. Verify payment information.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

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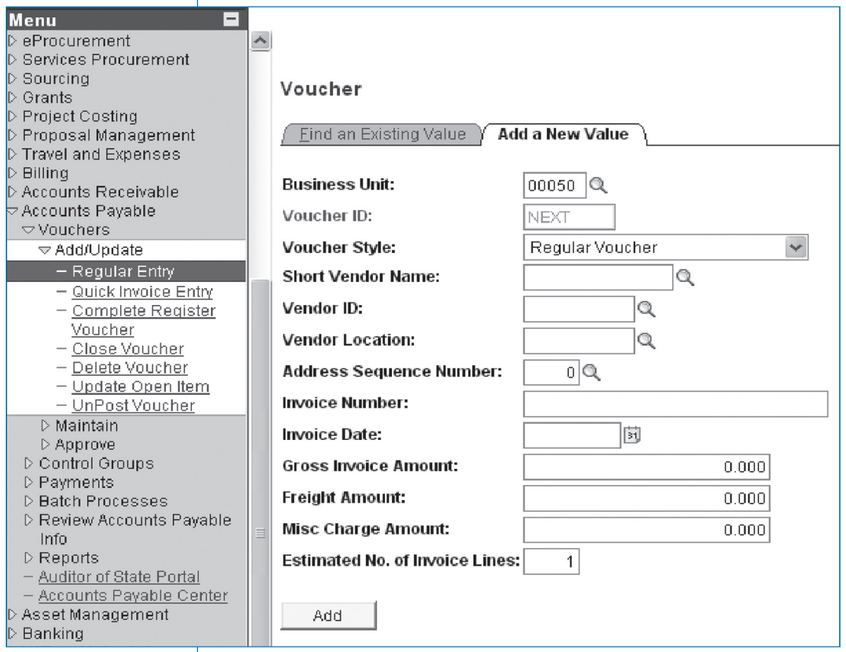
Procedure | Add Invoice Number and Date

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system will assign a voucher ID number.

If you need to look up an existing voucher, use the Find an Existing Value tab.



APSC11 Add a New Value tab

Step	Action
1	Accept the default Voucher Style **Regular Voucher**.
2	Enter the **Invoice Number**.
3	Enter the **Invoice Date**.
4	Click **Add**.

APT08

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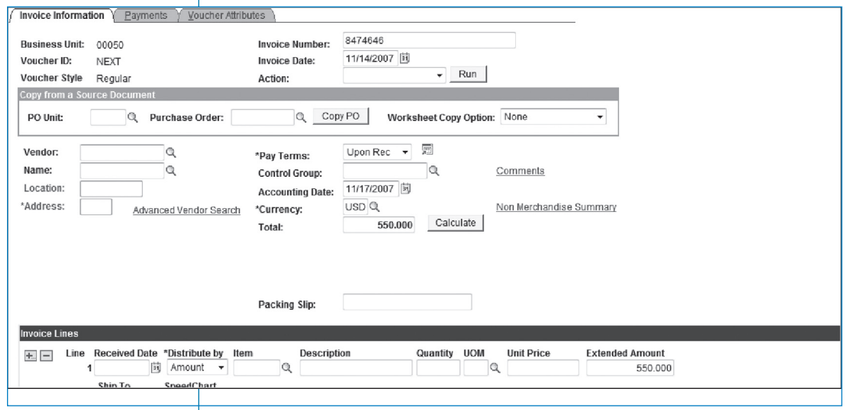
Procedure | Search for PO Receipt, Select Lines, and Copy Selected Lines into Voucher

Use the Worksheet Copy Option to find the receiver to copy into the voucher. After you bring in the information from the receiver, you can make adjustments as necessary, such as freight or invoice amount. If the quantity is different, notify the receiver to verify accuracy of the receiving information. Do not change quantities brought in from a receiver.



APSC12 Invoice Information page

Step	Action
1	In the **Worksheet Copy Option** field, select **PO Receipt**.

APT09

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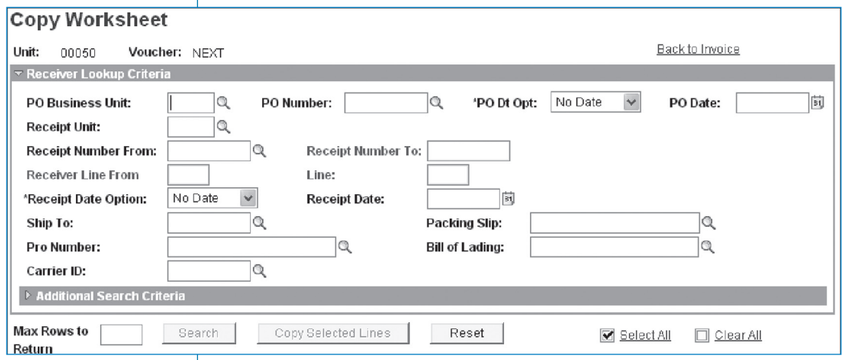
Use the Worksheet Copy Option to find the receiver to copy into the voucher. Use the Copy Worksheet page to look up the receiver for the PO for which you are entering the voucher.



APSC13

APSC14 Copy Worksheet page

Step	Action
2	Enter the **Receipt Unit**.
3	Enter the receipt number in the **Receipt Number From** field.
4	Click the **Search** button.
5	Select the receiver lines that you want to copy to the voucher.
6	Click the **Copy Selected Lines** button.

APT10

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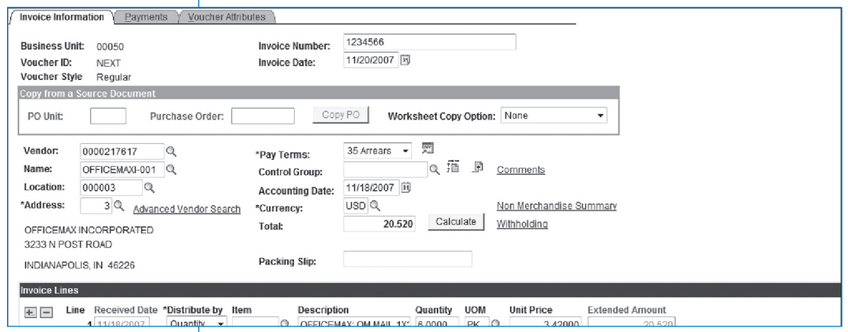
Procedure | Verify the Copied Information Matches the Invoice

It is important to verify that the information copied from the receipt matches the information on the invoice. The dollar amount for a line item can vary, as long as the difference does not exceed the lesser of 10% or $500 (which is the document tolerance limit established in the system).

If the invoice amount exceeds the document tolerance, follow your agency's chain of command for handling budget issues. You may also need to contact the buyer who created the PO. A change order may need to be created for the PO.

If you notice that the accounting information is incorrect, DO NOT CHANGE it on the voucher, because doing so will affect the budget checking status and thus require another round of approvals. Enter a journal voucher to correct the accounting distribution.

On this page is an icon to Finalize the PO ( ). When a voucher is created and the entire PO is received and complete, click the icon to Finalize the PO.



APSC15 Invoice Information page

Step	Action
1	Verify that the information copied from the receiver (vendor, amount, line items) matches the information on the invoice.
2	Verify the date is correct in the **Accounting Date** field.
3	The **Description** field will default from the PO.
4	Click the **Withholding** link to view or verify withholding. (Optional step)
5	Click **Save**.

APT11

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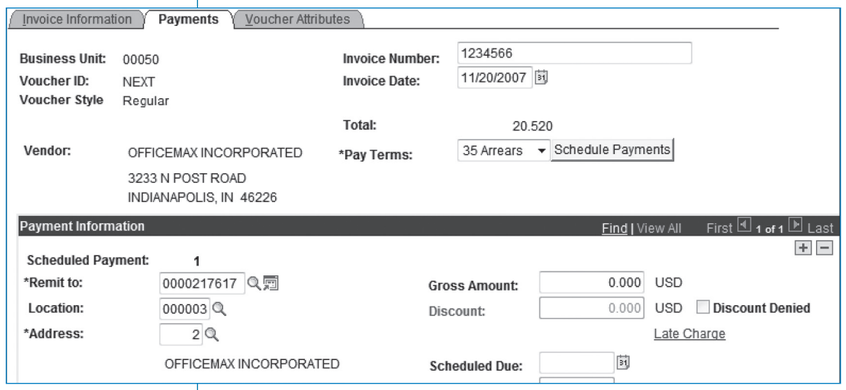
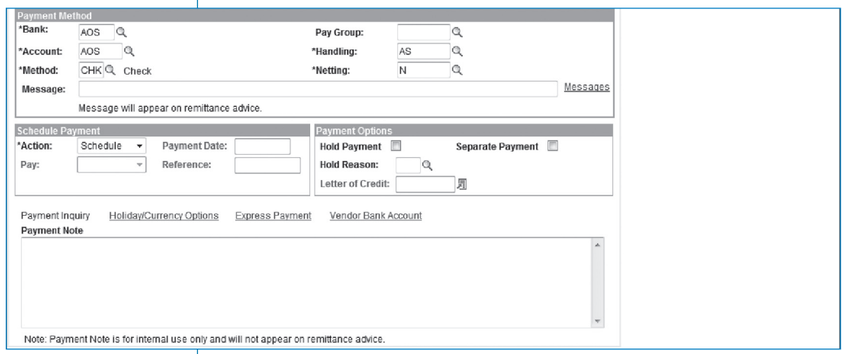
Procedure | Verify Payment Information

On the Payments page, you can put a payment on hold if you need to delay it for some reason. When the voucher is saved, the system calculates the due date based on the payment terms. If you need to change the scheduled due date, contact AOS as users cannot make changes to the scheduled due date.



APSC16



APSC17

Payments page

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Step	Action
1	Verify the **Remit To** address
2	The Bank, Account, and Method should default. • **Bank** = AOS • **Account** = AOS • **Method** = ACH
3	Enter the appropriate **Handling Code**.
4	Click **Save**.

APT12

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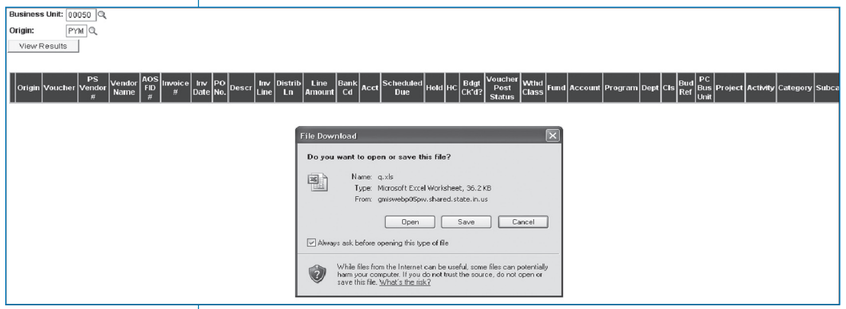
Run the SOIAP008 query to check voucher data entry

After all of the vouchers have been entered, this query should be run to view all of the entered vouchers to verify data accuracy. This query as seen on the next page shows all of the fields entered on the voucher. Data processors must verify their data input. If there are any problems with input, the data processor can reopen the voucher and change it.

Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers

A new browser window opens. After you enter the business unit and origin and click View Results, a box displays asking if you want to open or save the Excel spreadsheet. Click Open to run the query.



APSC18 Query SOIAP008 (Verify Pending Vouchers)

Step	Action
1	Enter the **Business Unit**.
2	Enter the **Origin**. (Enter a % wildcard to see all vouchers for a business unit.)
3	Click the **View Results** button.
4	Click the **Open** button.

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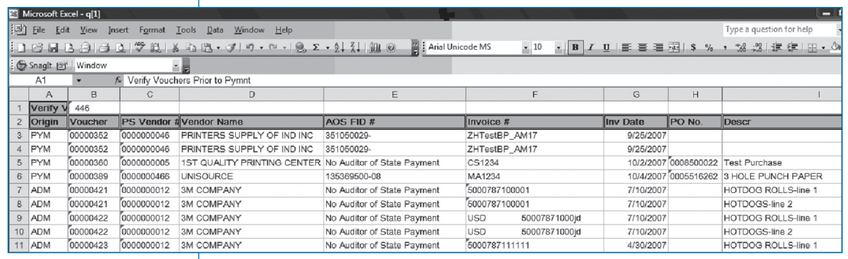
Check each column to verify the data input on each of the vouchers.



Microsoft Excel - q[1]

Verify Vouchers Prior to Pymnt

	A	B	C	D	E	F	G	H	I
1	Verify V	446							
2	Origin	Voucher	PS Vendor #	Vendor Name	AOS FID #	Invoice #	Inv Date	PO No.	Descr
3	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/2007		
4	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/2007		
5	PYM	00000360	0000000065	1ST QUALITY PRINTING CENTER	No Auditor of State Payment	CS1234	10/2/2007	0008500022	Test Purchase
6	PYM	00000389	0000000466	UNISOURCE	135089500-08	MA1234	10/4/2007	0005516262	3 HOLE PUNCH PAPER
7	ADM	00000421	0000000012	3M COMPANY	No Auditor of State Payment	5000787100001	7/10/2007		HOTDOG ROLLS-line 1
8	ADM	00000421	0000000012	3M COMPANY	No Auditor of State Payment	5000787100001	7/10/2007		HOTDOGS-line 2
9	ADM	00000422	0000000012	3M COMPANY	No Auditor of State Payment	USD 5000787100[illegible]	7/10/2007		HOTDOG ROLLS-line 1
10	ADM	00000422	0000000012	3M COMPANY	No Auditor of State Payment	USD 5000787100[illegible]	7/10/2007		HOTDOGS-line 2
11	ADM	00000423	0000000012	3M COMPANY	No Auditor of State Payment	5000787111111	4/30/2007		HOTDOG ROLLS-line 1

APSC19

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Entering Credit Vouchers

To capture a vendor credit, use the Adjustments voucher style. You no longer enter a credit line item on a regular voucher.

To enter a credit voucher:

A. Select the Voucher Style *Adjustments* in the Voucher component.

B. Link the adjustment voucher to the voucher being corrected.

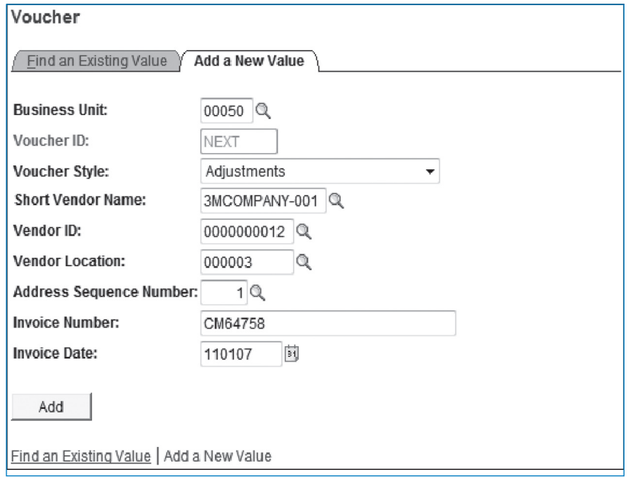
C. Add credit distribution lines to redistribute the amount that was charged incorrectly.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

Add a New Value Tab

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save the system assigns a voucher ID number. To look up an existing voucher, use the Find an Existing Value tab.



APSC20

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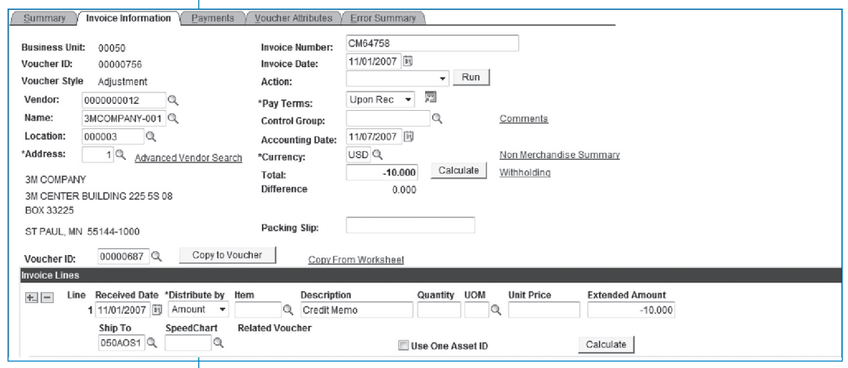
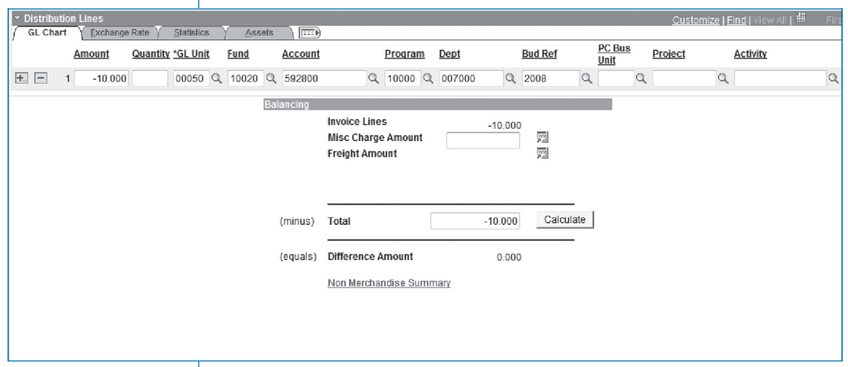
Step	Action
1	Change the default Voucher Style to **Adjustment Voucher**.
2	Enter the **Vendor ID**.
3	Enter the **Invoice Number**.
4	Enter the Invoice Date
5	Click **Add**.

APST14

Use the Invoice Information page to enter the applicable credit/debit memo amount along with all of the appropriate Chartfield information. If entering a credit memo, remember to enter the amount with a negative dollar value (e.g., -10.00).



APSC22



APSC22

Invoice Information page

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Issue Date: 12/05/2007

Step	Action
1	Enter the amount of the credit/demo in the **Total** field on the header section. Note: Remember to use a **negative** number for a credit memo.
2	Enter the original voucher id in the **Voucher ID** field.
3	In the **Received Date** field, enter the date the credit/debit memo was received.
4	Enter an applicable description in the **Description** field.
5	Enter the amount in the **Extended Amount** field.
6	Enter the amount in the **Amount** field in the Distribution line section.
7	Enter the applicable chartfield string in the Distribution line section.
8	Click **Save**.

APST15

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Entering a Journal Voucher

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid, and whose payments have also been posted. Journal vouchers are zero-amount vouchers. You enter a credit line and a debit line for the amount of the voucher (or line item) you are correcting. You cannot copy any source documents to create journal vouchers. Do not change any of the original voucher amounts on a journal voucher. You are using the journal voucher ONLY to change accounting information that was entered incorrectly.

Journal vouchers are entered for payments originating from the Accounts Payable module. If a payment did not go through the AP system, such as a high-volume payment, the accounting information should be corrected with a general ledger journal entry.

To enter a journal voucher:

A. Select the Voucher Style *Journal Voucher* in the Voucher component.

B. Link the journal voucher to the voucher being corrected.

C. Add credit and debit distribution lines to redistribute the amount that was charged incorrectly.

D. On the Payments page, record the "payment" for the voucher.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

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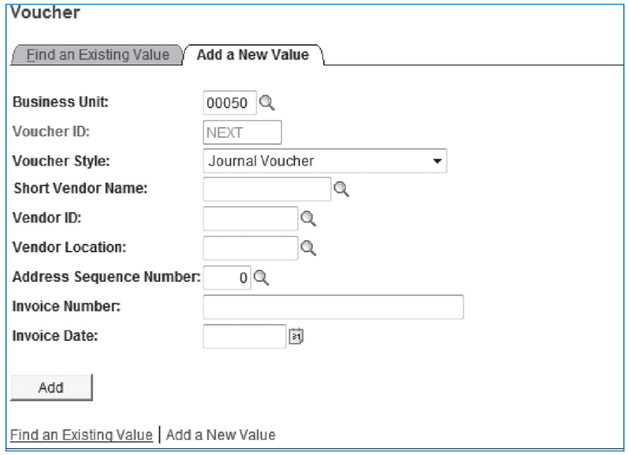
Procedure | Select Journal Voucher and Enter Invoice Number and Date

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system will assign a voucher ID number.

If you need to look up an existing voucher, use the Find an Existing Value tab.



APSC23

Step	Action
1	Select **Journal Voucher** in the **Voucher Style** field.
2	In the Invoice Number field, enter **JV** plus the original invoice number.
3	In the **Invoice Date** field, enter the original invoice date.
4	Click **Add.**

APT16

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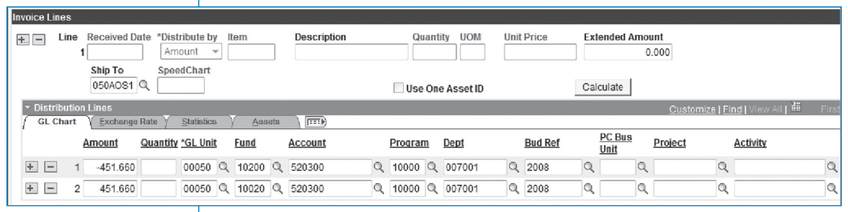
Issue Date: 12/05/2007

Procedure | Link JV to Original Voucher and Accounting Information

Use the Invoice Information page to enter distribution information.



APSC24

Invoice Information page

Step	Action
1	Enter the original voucher number in the **Related Voucher** field.
2	In the **Description** field, enter a useful description, such as **JV TO CORRECT ACCT**.
3	Leave **0** in the **Extended Amount** field.
4	Enter the incorrect accounting information in the **Distribution Lines** section and enter original amount as a credit.
5	Add another distribution line and enter the correct accounting information and the original amount as a debit.
6	**Save**.

APT17

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Running the Voucher Build Process

The voucher build process is a method to load a large number of vouchers into the system. It is used to create only a few types of payments: ESDO payments, distributions, HIPPA payments, and HACH payroll. It is also used by some agencies to upload information from other systems into ENCOMPASS. Users create a flat file with voucher information that is then loaded into ENCOMPASS. Agencies must work with their IT personnel to create a process for getting the data into the correct format for loading into ENCOMPASS.

When the voucher build process is performed, the vouchers are created within a control group. The process will create and load vouchers even if they have budget, edit, or document tolerance errors. After building and loading the vouchers, users need to search for and correct vouchers in Recycle status, just as they do for regular vouchers that have errors. See Chapter 4: Troubleshooting and Correcting Vouchers for information on correcting errors.

When submitting these vouchers to AOS for payment, you create a Transmittal Report, similar to the one that you create to submit regular vouchers for payment.

Navigation to Voucher Build Process

Navigation

Accounts Payable >> Batch Processes >> Interfaces >> AUD Claim Voucher Build

Navigation to Control Group Approval

Navigation

Accounts Payable >> Control Groups >> Approve Control Group

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Steps to Run the Voucher Build Process:

Step	Action
1	Create the flat file with the voucher information and save the file to a designated folder.
2	Run the AUDClaim – Voucher Import/Build process in PeopleSoft.
3	Check for vouchers in Recycle status and correct any errors.
4	Approve the control group for the uploaded vouchers, thus sending the control group through the approval workflow.
5	After the control group has been approved by the highest agency level, create the Transmittal Report and send it to AOS with the associated invoices for payment.
6	AOS approves the control group of vouchers.
7	AOS runs the Pay Cycle process to create the payments.
8	AOS distributes payments according to the handling codes on the vouchers.

APT18

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